

Education

Equivalent to the completion of the twelfth grade supplemented by college level course work or specialized training in construction technology, maintenance, or related field.

Experience

Four years of increasingly responsible experience in the maintenance, repair, and construction of public works systems including one year of administrative and lead supervisory experience.

COMPENSATION AND BENEFITS

Salary

- Salary range of \$4,049 - \$4,921 per month (\$23.36—\$28.39 per hour)
- Longevity steps of 5% at 7, 10 and 20 years of City employment

Retirement

- Participation in CalPERS 2% at 55 plan. City pays employee's contribution

Insurance

- City offers CalPERS health insurance plans for employees and dependents. City provides a monthly cafeteria amount of up to \$1,083.35, as an amount above employee's gross salary to be used toward the purchase of health, dental and vision coverage. (For those covered by other insurance a cash buy-out is available in the amount of \$416.91)
- Life insurance of \$20,000

Deferred Compensation

- Choice of plans available. Voluntary employee contribution

Leave Program

- Two to four weeks vacation leave annually, based on years of employment with City
- 12 days of sick leave annually
- 13.5 days of paid holidays annually

APPLICATION AND SELECTION PROCEDURE

Only the most qualified candidates in relation to the needs of the City of Auburn Public Works Dept will be invited to participate in a testing process.

Offers of employment are contingent upon successful completion of a comprehensive, job-related background investigation, reference checks, pre-placement medical examination and other appropriate requirements of the position. Possession of, or ability to obtain, a class B California driver's license is required.

To be considered for this excellent career opportunity as Public Works Supervisor please submit a City of Auburn Application for Employment and a current resume to:

City of Auburn
1225 Lincoln Way
Auburn, CA 95603
530-823-4211, Ext. 142
Fax 530-823-4209
jbelanger@auburn.ca.gov

Visit the City of Auburn web site at
www.auburn.ca.gov

**FINAL FILING DATE:
Open until 10/01/07**



For physical demands and working environment, please request a copy of the job specifications for details.

Provisions of this bulletin do not constitute nor guarantee an express or implied contract for employment and may be revoked or modified without notice. The City of Auburn is an Equal Opportunity Employer.



IS SEEKING
APPLICANTS FOR
THE POSITION OF
**PUBLIC WORKS
SUPERVISOR**
PROMOTIONAL
CITY EMPLOYEES ONLY

THE COMMUNITY

The City of Auburn is considered one of the best places to live in Northern California. It's bordered by the beautiful American River Canyon and nestled in the western foothills of the Sierra Nevada Mountains. Located at the crossroads of I-80 and historic Highway 49, Auburn is the county seat of Placer County. The City encompasses approximately 7.5 square miles and has a population of 12,800. Situated at elevations between 1,000 and 1,400 feet, the surroundings offer an awesome seasonal change.

From Auburn's origins as a mining camp in the 1850s, the city has emerged as a community of strong historic character, cultural enrichment, economic diversity and a destination point for outstanding outdoor recreation. Memories of early history are being sustained by way of its museums and antique stores and the preservation and renovation of its residences and commercial buildings.

Auburn is committed to supporting the arts in the community, including public art, theatre, music, dance and the many local artists that exhibit their works in the art galleries and businesses. One-of-a-kind shopping and dining experiences are offered in the four commercial business districts. Light industry is supported by the city's Airport Industrial Park and the Auburn Municipal Airport. The Auburn State Recreation Area is adjacent to the city and offers numerous rivers and lakes for whitewater rafting and kayaking, boating and recreational fishing. The American River Canyon and beyond has miles of scenic trails, including equestrian and mountain bike trails, running and hiking trails and areas to simply enjoy the beauty and serenity of the great outdoors. Auburn is home to the challenging Western States Endurance Run/ UltraMarathon and the grueling Western States Endurance Ride/Tevis Cup held each year.

All trails lead to Auburn . . .
"Endurance Capital of the World"

THE ORGANIZATION

The City of Auburn was first incorporated in 1860 and again in 1888 and operates under the council/manager form of municipal government. City Council members are elected at large to staggered, four-year terms of office. The Mayor is elected by the City Council. The Council appoints citizens to five standing commissions charged with presiding over areas of special concern to the City—the Planning Commission, the Economic Development Commission, the Historic Design Review Committee, the Arts Commission and the Telecommunications Commission. The City Manager oversees the City staff of 100 in the administration of the day-to-day operations. The primary service delivery operations of the City are police, fire protection, community development and building, public works, municipal airport, bus transit and waste water treatment. Water, electric, solid waste disposal, parks and recreation and hospital services are provided by other agencies.

THE POSITION

Under general direction, supervise staff responsible for performing a variety of semi-skilled and skilled duties involved in the maintenance, repair, and construction of public works systems; ensures work quality and adherence to established policies and procedures; and performs the more technical and complex tasks relative to assigned area of responsibility. The individual will plan, prioritize, assign, supervise, review, and participate in the work of staff responsible for performing a variety of semi-skilled and skilled duties involved in the maintenance, repair, and construction of public property such as streets, sidewalks, parking lots, culverts, drains, and trees, maintenance of traffic control devices and traffic signals, landscape maintenance, and fleet maintenance. Respond to emergency and public calls as necessary including those after hours; route traffic including during highway and interstate closures.

THE IDEAL CANDIDATE

Knowledge Of

Operations, services, and activities of assigned maintenance, repair, and construction program. Principles of supervision, training, and performance evaluation. Modern methods, tools, equipment,

materials, and work practices utilized in public works maintenance and construction service areas. Types and level of maintenance and repair activities generally performed in a public works field maintenance program. Operating characteristics of light and heavy equipment. Functions and operations of an equipment repair shop. Methods and techniques of conducting on-site work inspections. Occupational hazards and standard safety precautions necessary in the work. Principles of budget prep. & admin. Project cost estimating and expenditure control principles and practices. Pertinent federal, state, and local laws, codes, and regs. including provisions of the California Vehicle Code related to equipment operation. Modern office procedures, methods, and equipment including computers and supporting software applications. Principles of business letter writing and basic report preparation. Occupational hazards and standard safety precautions. Geography of the City and the locations of its streets and facilities.

Ability To

- Plan, coordinate, and schedule assigned maintenance functions.
- Supervise, organize, and review the work of lower level staff.
- Select, supervise, train, and evaluate staff.
- Interpret and apply federal, state, and local policies, laws, and regulations as well as City policies and procedures.
- Ensure adherence to established safety rules, regulations and guidelines.
- Estimate the costs of repairs and maintenance.
- Assign equipment to projects for maximum utilization.
- Prepare equipment purchase specifications.
- Skillfully and safely operate and maintain a variety of maintenance and construction equipment.
- Read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Interpret and work from sketches, penciled layouts and blueprints.
- Maintain accurate records and prepare clear and concise reports.
- Operate office equipment including computers.
- Respond to requests and inquiries from the general public; tactfully & courteously orally and in writing.
- Establish and maintain effective working relationships.